

Application for Admission to an After-school Room in the Fiscal Year 2026

1. What are the after-school rooms?

After-school rooms provide places for play and live for elementary school children, who will be alone at home after school as their parents/guardians are, for example, working or are in the hospital due to diseases, aiming for their mental and physical healthy growth.

2. Operating hours / Closed days

Operating hours	Mondays through Fridays when a school has classes	Dismissal time~7:00 p.m.
	When a school is closed (Saturdays and long-term holidays such as a summer vacation)	8:00 a.m.~7:00 p.m.
Closed days	Sundays, national holidays, year-end and New Year holidays (December 29 to January 3) ※There are some cases after-school rooms are closed due to disasters, typhoons, school circumstances and other reasons.	

3. Period of using an after-school room

You can start using an after-school room **from every 1st day of the month.**

Application	Period of using an after-school room
(1) Usage for one year	From the day admission is granted to March 31, 2027 ※ <u>You need another application if you'd like to use an after-school room continuously after April, 2027.</u>
(2) Usage for a long-term vacation only	From the day admission is granted until the end of the month during the long-term vacation period you applied for

4. Eligible children

Elementary school children who live in Funabashi as of the first date of the month they wish to enroll in the room, and will be left alone after school because their parents/guardians are in the following situations:

(1) Work	The work finishes <u>after 2:00 p.m. at least three days</u> from Monday through Saturday, or the work days are <u>12 or more per month</u> except for Sundays. ※If your finishing time is on 2:00 p.m. sharp, it does not meet the requirement.. (Except for the use of the room during long vacations.)
(2) Childbirth	If it's for the two months before and after the month of childbirth
(3) Diseases/Injuries	If it's recuperating from an illness or injury (including at home) or nursing care for the family
(4) Attending school	If you attend school for the same number of days or hours as "(1) Work"

※The children cannot be admitted to an after-school room if they live in the same address as their **grandparents' who are under the age of 65** (including the case living in another building in the same address, the case not sharing the living expenses) unless the grandparents have the same reason(s) as parents/guardians.
(You need to submit their certificate(s) of employment, medical certificate(s), etc.).

5. Application method / Application period

(1) By online (highly recommended)	Search by "Application for Admission to an After-school Room in the Fiscal Year 2026" on Funabashi City website or scan the two-dimensional barcode on the right and apply online, please.  Japanese text only
(2) Send by postal mail	Please send a set of application forms to the following address: Child Rearing Support Section Funabashi City Hall 2-10-25 Minatocho, Funabashi 273-8501 ※The city office will not inform you whether or not we received your documents. If you feel uneasy, please send us using a postal method that can trace your record.
(3) Bring the documents to the city hall counter	<u>Please bring all the application forms to the Child Rearing Support Section, 4F of the Funabashi City Hall, main building.</u>

【First Application】 November 1 (Saturday), 2025 - December 9 (Tuesday), 2025

※The deadline is the same for sending by postal mail, online, and bringing-in.

※As for sending by postal mail, they have to reach us by the deadline, as for online and bringing-in, it's 5:00 p.m. on the deadline date.

【Second Application】 December 10 (Wednesday), 2025 - March 6 (Friday), 2026

※The deadline is the same for sending by postal mail, online, and bringing-in.

※As for sending by postal mail, they have to reach us by the deadline, as for online and bringing-in, it's 5:00 p.m. on the deadline date.

- ※1 As for the second application, additional screening will be conducted only for rooms with available capacity after the screening of the first application.
- ※2 The second application deadline for school children with disabilities, children with developmental and growth concerns, and children require medical care is February 16 (Monday), 2026 【As for sending by postal mail, they have to reach us by the deadline, as for online and bringing-in, it's 5:00 p.m. on the deadline date】 .
- ※3 Regarding the application after May 2026, please read p. 8.

6. Children who need support at an after-school room

For children with disabilities, children with developmental and growth concerns or children require medical care, we will conduct a telephone interview and a trial enrollment before enrolling in a school to judge their necessity of support as well as whether they will be allowed to enroll in or not.

If you make an application, please call the Child Rearing Support Section beforehand and make an appointment for the interview.

※After-school rooms do not have any function as therapeutic education facilities.

※If any mental or physical disability, etc. is found after the enrollment, we will carry out a telephone interview and a trial enrollment again and judge their necessity of support as well as whether they will be allowed to enroll in or not.

※If you have any possibility of school transfer, please be sure to contact the Child Rearing Support Section (by January 9, 2026).

7. Snacks

We provide snacks at after-school rooms. The menu is the same for all the rooms.

Yet, for children with allergies, we have dedicated menus that exclude eight specified allergenic ingredients. Also, if you have any circumstances, you can bring your own snacks instead of receiving ours. In this case, please submit "Notification of Change in Enrollment Matters (Cancellation of Snacks, Resuming, and Changing Menu)."

If you don't receive snacks, we will deduct the snack fee (2,000 yen) from the after-school care fee.

If you want to partially remove snacks due to allergies or diseases, please submit "Removal Request for Snacks."

8. After-school care fee

- The after-school care fee (usage fee) is 10,000 yen per month (including fee for snacks).
※There is a reduction or exemption system.
- **As a rule, please pay the fee by automatic account transfer.**

Please make the procedure at your earliest convenience when you received an "Unofficial Offer of Admission" together with an "Account Transfer Request Form."

※It takes about two months to complete the automatic account transfer procedure after application※

Until the month the transfer starts, please settle the payment using a "payment slip" at a financial institution or at a convenience store and so on listed on the backside of the slip which will be postal mailed from the city together with a "letter of acceptance."

《Automatic account transfer》

Please fill out the account transfer request form and submit it to the financial institution where you wish to make the automatic transfer or to the after-school room your child attends. Check the available financial institutions by scanning the two-dimensional barcode on the right.

After completing the procedure for account transfer, we will send you a "Notice of Account Transfer Payment" by postal mail.

Please make a payment using a "payment slip" until the account transfer starts.



Japanese text only

《Online account transfer application》

There are some cases you can apply for account transfer online.

For details, please search by "Online account transfer application" on the website of Funabashi City, or check the two-dimensional barcode on the right. You can apply for it even before admission is granted.

Also, if you cannot enroll in April, the account transfer does not start while you are waiting for the admission to be granted.



Japanese text only

《Payment methods other than account transfer》

• by payment slip

A payment slip will be postal mailed to you with the letter of acceptance in the middle of April.

Please use a financial institution or a convenience store written on the backside of the payment slip.

(Available payment locations are subject to change).

• by smartphone payment app

You can make a payment at home by scanning the barcode on the payment slip using the in-app camera of a compatible smartphone payment app.

As for the payment procedure and points to be noted, please search the city website or check by scanning the two-dimensional barcode on the right.



Japanese text only

■ The fiscal year 2026 schedule for payment deadline and account transfer date for the after-school care fee

Enrollment month	April	May	June	July
Payment deadline, account transfer date	April 30	June 1	June 30	July 31
Enrollment month	August	September	October	November
Payment deadline, account transfer date	August 31	September 30	November 2	November 30
Enrollment month	December	January	February	March
Payment deadline, account transfer date	December 25	February 1	March 1	March 31

• Payment deadline for the after-school care fee is the end of the month you used the room (as for December, the date is 25).

If the date falls on a Saturday, Sunday or holiday, it will be the next business day of the financial institution.

The same goes for the automatic account transfer.

• Please note that if after-school care fee was not paid by the deadline, a delinquency fee can be imposed on.

※ NOTE ※ In accordance with the provisions of Article 7 of ordinance for receivables management in Funabashi City (delinquent charge), if you don't settle the payment of the after-school care fee incurred after April 1, 2013 by the deadline,

9. A reduction or exemption of after-school care fee

There are some cases after-school care fee can be reduced or exempted depending on the income situation or the enrollment condition such as simultaneous enrollment of siblings. For detailed information and necessary documents for application, please read the sheet (green) titled "A Reduction or Exemption of After-school Care Fee." Please keep in mind the followings if you apply for it.

(1) Please submit all the necessary documents for the reduction or exemption no later than the deadline. If you lack documents or miss the deadline, the reduction or exemption will not be made until all the documents are submitted. (We will judge whether the reduction or exemption dating back to your admission month is possible only if all the documents are submitted by the end of the fiscal year 2026).

(2) If you are anxious whether your documents were delivered or not, please contact us. Please keep in mind that municipal office will not contact you from our side.

10. Required documents for application

(1) Documents you have to submit

"Application Form for Admission to an After-school Room in Funabashi"	If you submit simultaneous application of siblings, you need to submit all the applicants' documents.
"Survey on Children Applying for an After-school Room (yellow)"	
Necessary documents to confirm admission requirements ※Please check the table below.	• <u>Documents are necessary per parent/guardian</u> (if there are a total of two people of a father and a mother, the documents will be required for each of them). • If you submit simultaneous application of siblings, you can use a photocopy as for the second child and onward.

Required documents to confirm admission requirements (required both for father and mother)		
1	① For work (except for ②)	"Certificate of employment" (including scheduled to be employed) ※If your working day or time is not fixed, please submit "a service record or a work schedule" as well. ※ Please check the "Entry Instruction for Certificate of Employment (for After-school Room)" from the two-dimensional barcode on the right.  Japanese text only
	② For work 【If the representative on the certificate of employment is the parent/guardian oneself such as self-employed or representative director】	A "certificate of employment" and a copy of a "final tax return (or a withholding tax certificate)" ※If you have yet to complete the final tax return for the fiscal year 2025, please submit the one for the 2024.(You need to submit the one for the fiscal year 2025 later). ※If you cannot file a final tax return as you have recently started business →A copy of the document we can confirm your job content such as "a business license certificate or an order record."
2	For childbirth	A copy of a "Maternal and Child Health Handbook" ※A copy of the part where mother's name and expected birth date are shown
3	For diseases or nursing care	Document(s) to prove that taking care of a child is difficult such as a "medical certificate," a "physical disability certificate."
4	For enrolling into a school	A "copy of a certificate of enrollment or a student ID card" as well as "a school timetable" ※As for a vocational school, a copy of a notification of acceptance will do. ※"A school timetable" has to be the one that shows the days and times of the classes.

※Depending on the situation, we may ask you for submitting other necessary documents.
 ※Regarding the "certificate of employment," you can submit a copy of the one you used when applying for a nursery school in Funabashi City. However, if your working day or time is not fixed, you need to submit a work schedule (shift schedule) or a service record as well. For details, please check "To Those Who Apply for Admission to an After-school Room in April, 2026."

※The "certificate of employment" prepared on or after October 1, 2025 is valid.

(2) Documents to be submitted when changing snacks or applying for a reduction or Exemption

※If you receive our usual snacks or do not apply for a reduction or exemption, you do not need to submit them.

Documents regarding snack provision		
1	If you receive snacks that do not use eight specified allergenic ingredients	"Notification of Change in Enrollment Matters (Cancellation of Snacks, Resuming, and Changing Menu)"
2	If you have special circumstances and bring snacks instead of receiving them	
3	Though you receive snacks, you ask for partial removal due to allergies or diseases.	"Removal Request for Snacks"
Documents regarding a reduction or exemption		
1	Income-based reduction or exemption	●Those who have a resident registration in Funabashi both as of January 1 in 2025 and in 2026 "Application for a Reduction or Exemption of After-school Care Fee in Funabashi" ●Those who have a resident registration other than in Funabashi city either as of January 1 in 2025 or in 2026, or in both of these years "Application for a Reduction or Exemption of After-school Care Fee in Funabashi" Also, •Those who have a resident registration other than in Funabashi city as of January 1 in 2025, a "taxation certificate" or a "certificate of tax exemption" in the fiscal year 2025 issued from the municipality, etc. where you have a resident registration (a photocopy will do) •Those who have a resident registration other than in Funabashi city as of January 1 in 2026, a "taxation certificate" or a "certificate of tax exemption" in the fiscal year 2026 issued from the municipality, etc. where you have a resident registration (a photocopy will do)
2	A reduction or exemption due to simultaneous enrollment of siblings	Application for a Reduction or Exemption of After-school Care Fee in Funabashi
3	Those who receive public assistance	Application for a Reduction or Exemption of After-school Care Fee in Funabashi and a "certificate of public assistance recipient"

11. Admission Decision

Admission is granted not by application order but by examining the employment situations, etc. of parents/guardians based on the submitted required documents (such as a certificate of employment) to confirm the admission requirements.

If you did not submit the necessary documents by the application deadline, you will not be admitted in the month you wish as we cannot conduct admission screening.

Also, please keep in mind if the number of applicants exceeds the capacity, you may not be able to enroll in even if required documents have been submitted.

To those who applied during the first application period and wish for the enrollment from April 1, 2026, we will individually inform the likelihood of acceptance (by postal mail) around the end of February, 2026.

※To those who applied during the second application period, we will inform them around the end of March.

12. Others

(1) Application during a childcare leave or job searching

You can apply for admission to an after-school room during a childcare leave or job searching.

However, applications for other reasons are given priority, so if there are no available capacity, you will not be able to enroll in.

If you are on your childcare leave, you need to submit a "certificate of employment written the period of childcare leave" when you make an application.

In case of enrolling in while your seeking employment (including the case you applied for due to your employment situations and got unofficially admitted, but retired from your work before enrollment), you need to submit a "certificate of employment" (for the position starting by May 2026) by April 15 (Wednesday), 2026. (Though online submission is possible, the deadline is 7:00 p.m. on the same date). If you did not submit the document, you have to leave the room at the end of April, 2026.

(2) If you do not have a resident registration in Funabashi city when making an application

You can make an application if you complete a resident registration by March 31 (Tuesday), 2026 (being a Funabashi citizen as of April 1).

(3) Admission during spring, summer and winter vacation

During the school vacation, you can apply for a room even if parents/guardians work ends before 2:00 p.m. as for the admission requirements. However there are some cases you cannot enroll in depending on the enrollment status. The enrollment date is every 1st of the month.

As for the application deadline, please refer to "13. Application for admission after May, 2026."

However, please note if you wish for an admission during the period of spring vacation in April, 2026, the application period is as written on page 1.

(4) Cancellation of admission

If any of the following cases applies to you, your admission will be cancelled.

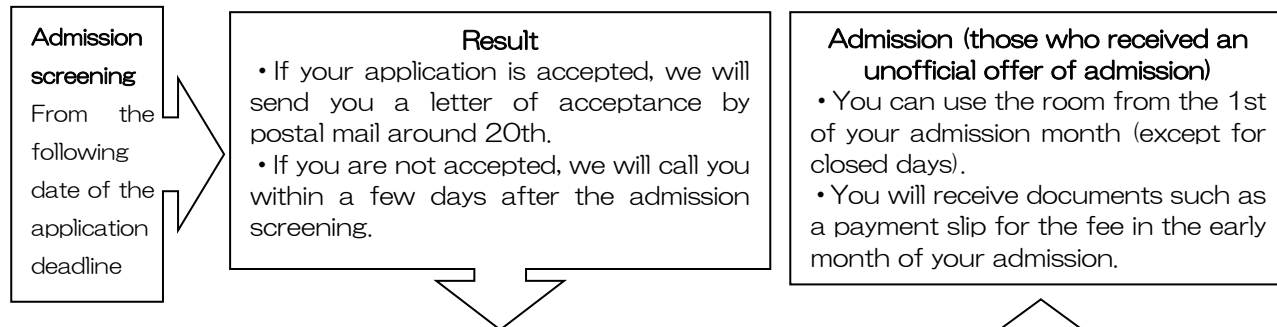
- ① If the admission requirements such as employment situations do not meet the conditions any more
- ② If there is a delinquent payment for the after-school care fee without good reasons
- ③ If mayor judges the child is not suitable for the group life

13. Application for admission after May, 2026

The deadline for the application is 15th of the previous month you wish for admission (if it falls on a Saturday, Sunday or national holiday, it will be the following date, etc.).

For school children with disabilities, with growth and development concerns or who need medical care, the application deadline is 15th of the month before last you wish for admission. (For details, please refer to “6. Children who need support at an after-school room” on p. 2).

※The deadline for all the online applications is 5:00 p.m. on the same date, too.



〈If your admission is officially approved〉

- We will hold a guidance for enrollment starting from the following month.
- Please call the after-school room you will enroll in to confirm the schedule.

〈If your admission is not approved〉

• If your admission is not approved, we will notify you about the outcome of your first application only. After that, we will keep your documents and if there is available capacity in the room you wish to enroll in, we will rescreen and **contact you only if you are accepted.**

Your application documents will be valid till the admission of March, 2027 and will be eligible for admission screening.

※If you cancel your application after having been approved, please contact the Child Rearing Support Section by the end of the previous month of your enrollment. If there was no report regarding cancellation, your admission is finalized and after-school care fee will be incurred.

【Inquiries】 Child Rearing Support Section, Funabashi City TEL 047-436-2319